

## FOREWORD

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This resource handbook describes centralized products and services provided to Department of Commerce bureaus through the Department's Working Capital Fund (WCF). The text is presented in six separate sections. The first introductory section provides background on the WCF's mission, authorizing law and management. The second section entitled "Budget Overview" provides the reader with a sense of WCF's funding evolution. It includes both text and charts that cover the use of funds, source of funds, and funding levels over the last five years (FY 2000-FY 2004).

Section three describes major initiatives underway to improve the WCF's operation. Section four reflects the core of the handbook. It provides details of each of the ten WCF service providing offices including Acquisition Management, Administrative Services, Chief Information Officer, Civil Rights, Financial Management, General Counsel, Human Resources Management, Management and Organization, Public Affairs and Security. This section also describes each of the seventy-three (73) WCF projects and details the basis used to charge WCF customers for related services. Prior to compiling the handbook, all billing algorithms were reviewed and adjusted as needed to assure an equitable distribution of costs for all projects. To aid WCF customers, this tab divided section presents service providers alphabetically (i.e., acquisition management, administrative services). It also lists the name of the director, management officials and the essential contact information. The remaining two narrative sections of the handbook, sections five and six, offer insight into the budget cycle, and billing and payment operations. An appendix is also provided. It contains WCF office assignments, a numerical listing of WCF projects, and an object class listing.

Text in this handbook was prepared by the Office of the Secretary's Office of Executive Budgeting. It supplements material in the Department of Commerce's formal budget submission. It is our goal that the information presented provides the reader with a thorough understanding of WCF's FY 2004 program activities.